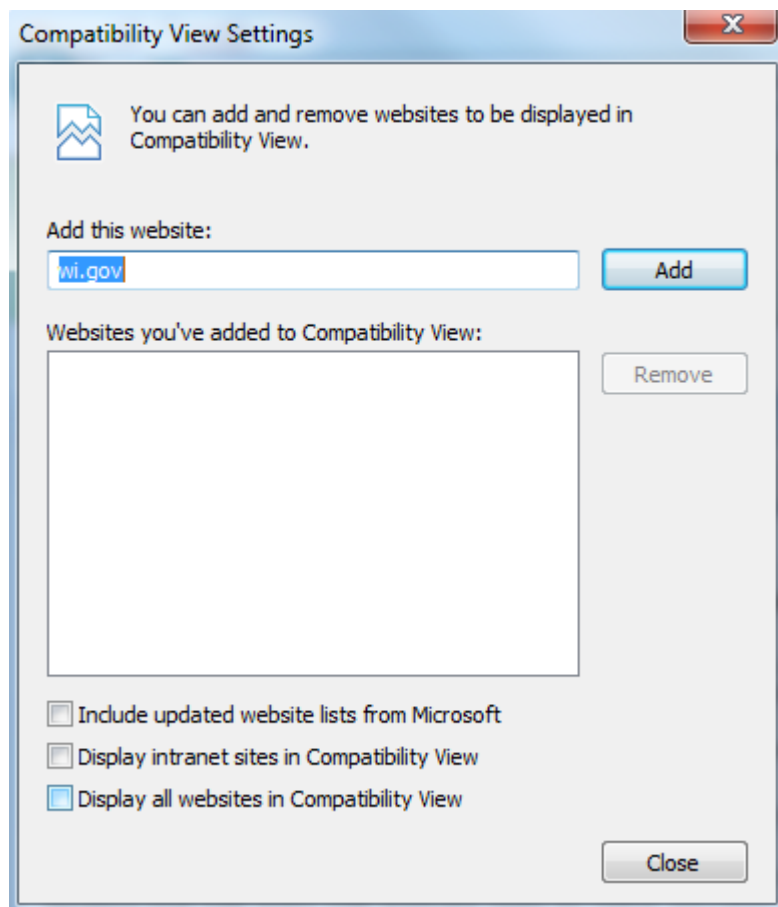


**Forms Manager** is an embedded application inside WISEdash for Districts that enables a user to create a form based on an existing template to perform data inquiry. With one click a user collects data snapshots for data inquiry. These snapshots are then added to the form. The form can then be filled out with notes, questions, and action plans based on the data snapshots chosen for analysis. The forms are saved with your personal login, and can be exported in several formats. A completed form conveniently documents your findings and supports improvement planning.

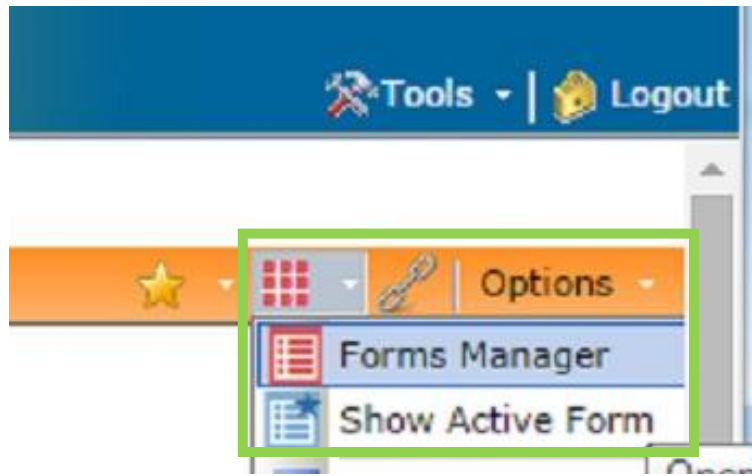
This guide will review how to create and maintain a form for data inquiry.

**Note:** If you are using IE, forms open up in the compatibility mode and the forms will be rendered unusable and not work as designed. If you plan to use IE, please change your browser settings.

Go to tool >> Compatibility View Setting and uncheck all boxes and close



## 1 Accessing the Forms Manager



Access **Forms Manager** by clicking the red **Applications** icon in the upper right hand corner of the toolbar and select **Forms Manager**.

## 2 Forms Manager - Create a New Form

The **Forms Manager** lets you create and save a form based on an existing template.

When creating a **Form**, you will need to provide some information, such as choosing a **Name** and **Form Template**. The **Name** and **Template** of the form are **required field** – you will be **unable to save** your form **without a Name** and selecting a **Template**. You may choose to provide additional information (e.g., a description of the form, your team members). **Note:** Please fill in as much information as possible.

- Use the following naming convention to name your form: Group Name + Month/Year.Document Name + v#. Max 100 characters
  - **Example #1:** DPI1114.General Inquiry Form v1
  - **Example #2:** WISExplore1114.Assessment Inquiry Form v1

## Fill Out a Form ✕

Name

DPI1114.General Inquiry Forms v1

Form  
Template

(General Data Inquiry) DPI1114.General Inquiry Template v1

Description

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🔗
11
F

0 characters of 2000 limit.

Agency

Team

Other  
Data  
Sources

When creating a template, you must assign it a **Name** and **select a template** – filling out the other fields is **optional**.

Enter a detailed description of the form.

Enter agency name.

Enter team name.

Enter additional data sources used for data inquiry.

Cancel

+ Save

Once you have filled out the form with the desired information, clicking the **+Save** button will **save your Form**.

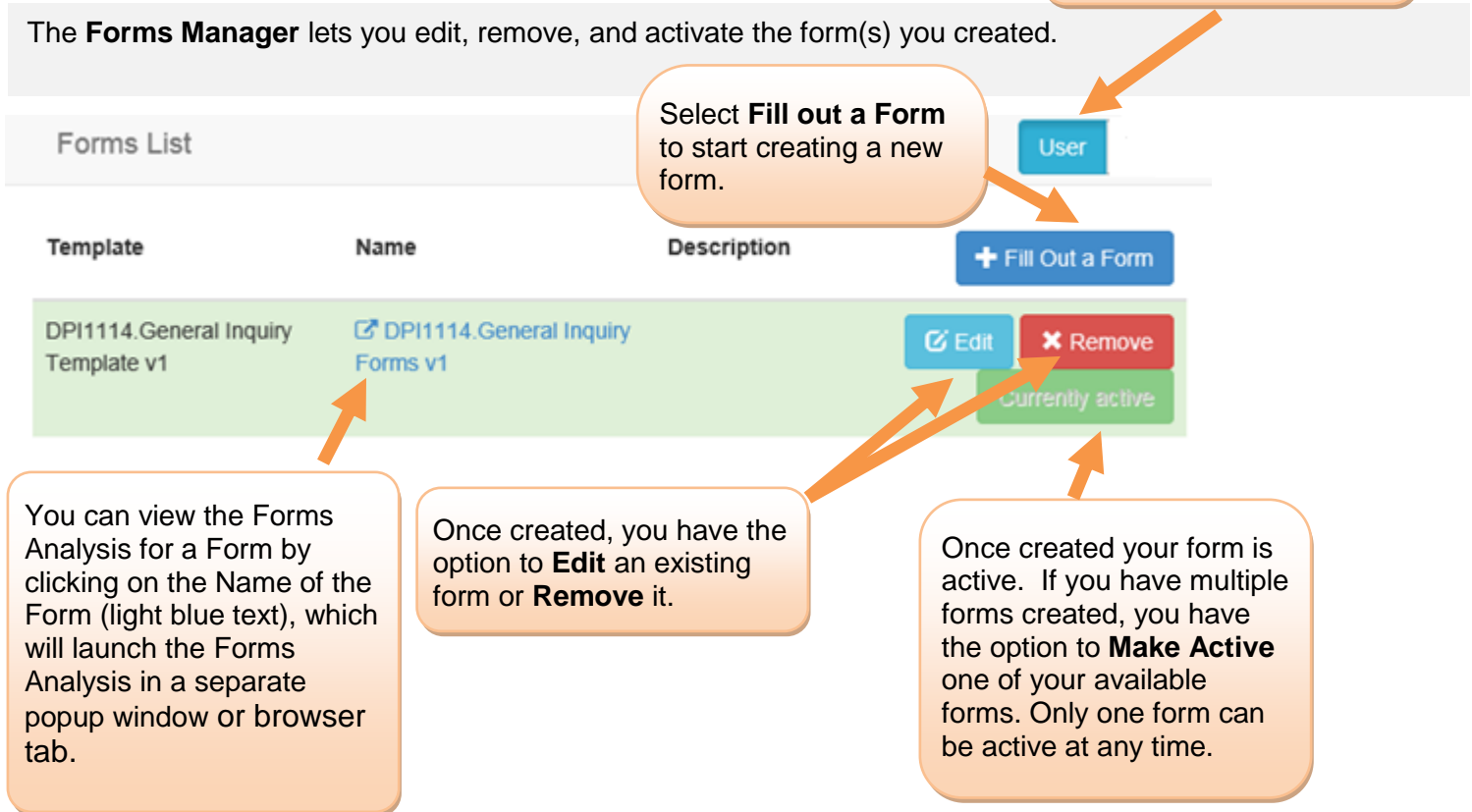
Cancel

+ Save

If **Name** and **template** are not selected the save icon **will not highlight**.

## 3 Forms Manager – Manage a Form

The **Forms Manager** lets you edit, remove, and activate the form(s) you created.



The screenshot shows the 'Forms List' interface. It includes a 'User' dropdown menu, a '+ Fill Out a Form' button, and a table of forms. The first form listed is 'DPI1114.General Inquiry Template v1' with a link to 'DPI1114.General Inquiry Forms v1'. Action buttons for 'Edit' and 'Remove' are visible for this form, along with a 'Currently active' status indicator.

**Callout 1 (Top Right):** If the option exists, **User** must be selected to create forms from an existing

**Callout 2 (Top Center):** Select **Fill out a Form** to start creating a new form.

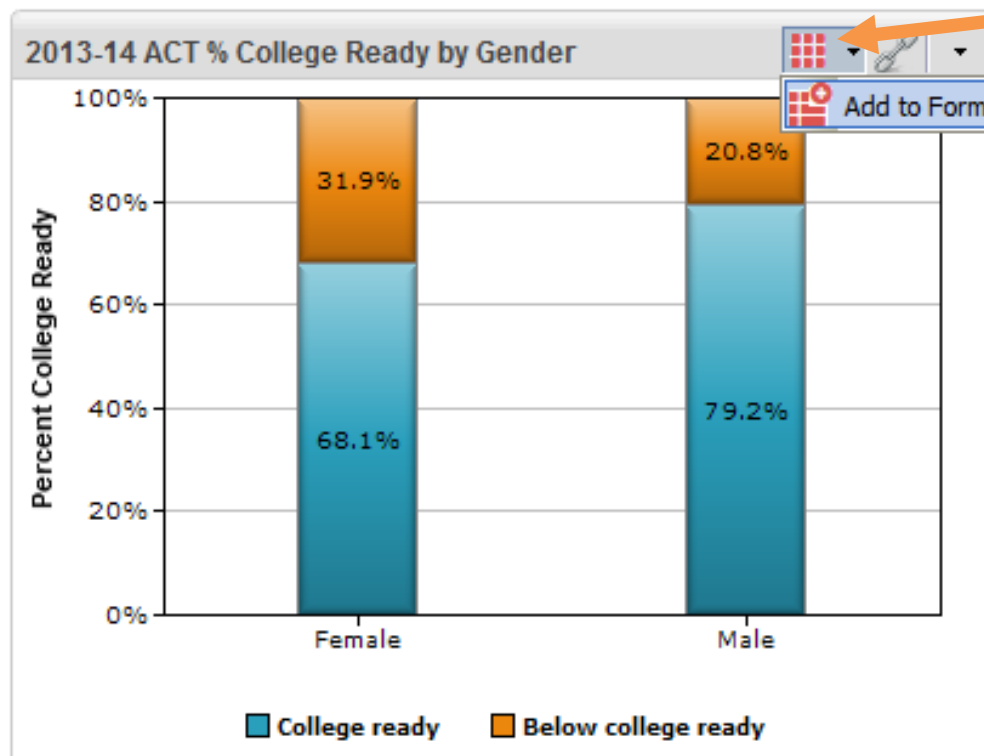
**Callout 3 (Bottom Left):** You can view the Forms Analysis for a Form by clicking on the Name of the Form (light blue text), which will launch the Forms Analysis in a separate popup window or browser tab.

**Callout 4 (Bottom Center):** Once created, you have the option to **Edit** an existing form or **Remove** it.

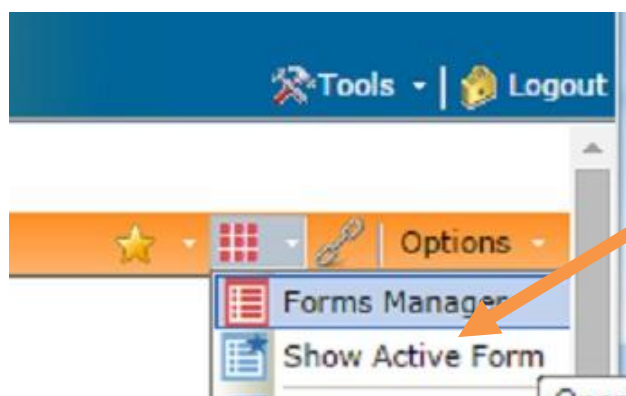
**Callout 5 (Bottom Right):** Once created your form is active. If you have multiple forms created, you have the option to **Make Active** one of your available forms. Only one form can be active at any time.

## 4 Adding Data Graphs to Forms

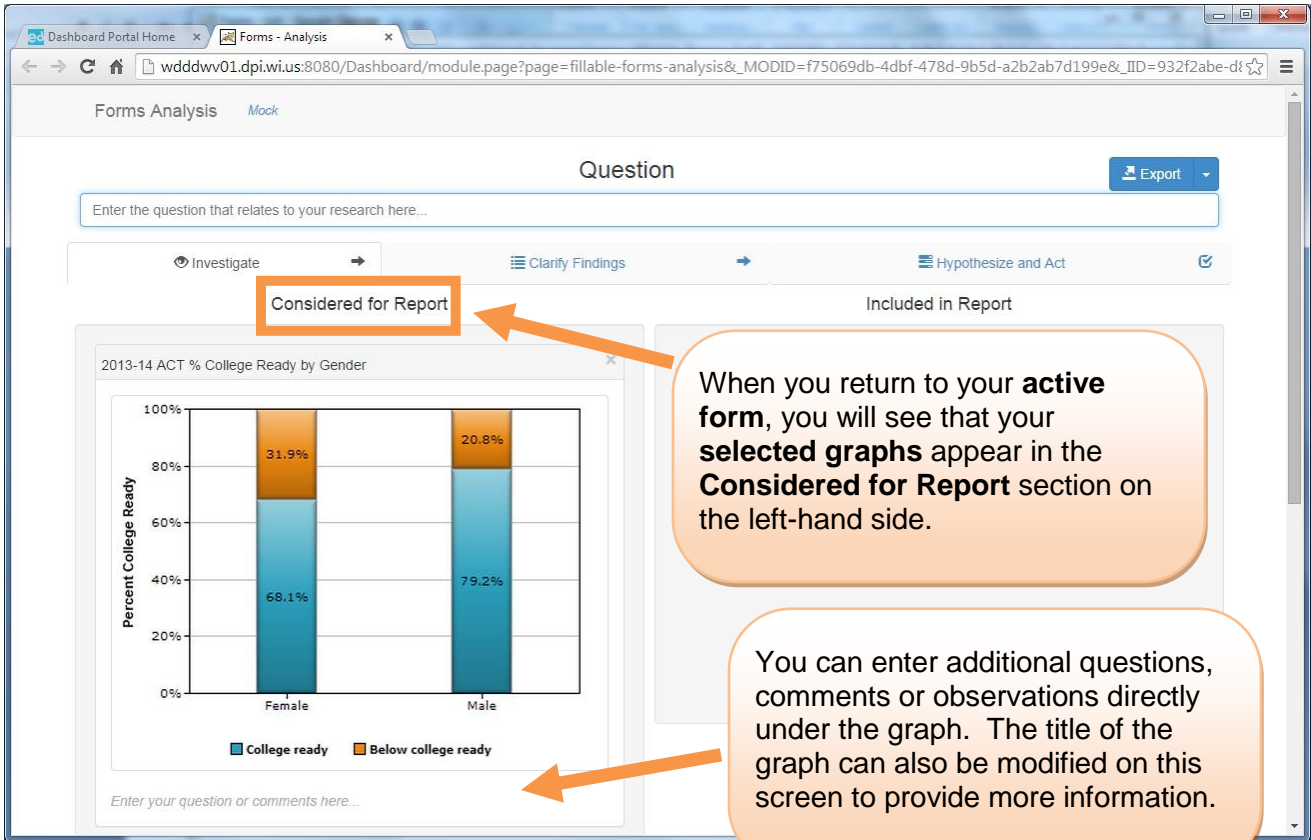
Once your form is **active** and ready to go, close out the popup window and return to the **WISEdash for Districts** data portal to find the **data and data pictures/graphs** you would like to investigate.



When you have identified the data image you'd like to include in your form, add it by clicking the red **Applications** icon in the image's **upper right corner**. When you click **Add to Form**, a prompt will inform you that your image has been successfully added to your **active form**.



When you are done adding potential graphs to include for data inquiry, show your active form by clicking the red **Applications** icon in the upper right hand corner of the toolbar and select **Show Active Form**.



Forms Analysis *Mock*

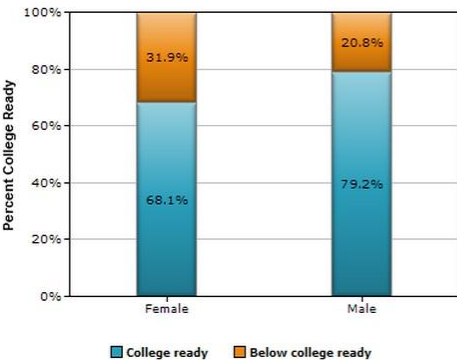
Question

Enter the question that relates to your research here...

Investigate → Clarify Findings → Hypothesize and Act

**Considered for Report**

2013-14 ACT % College Ready by Gender



Percent College Ready

100%  
80%  
60%  
40%  
20%  
0%

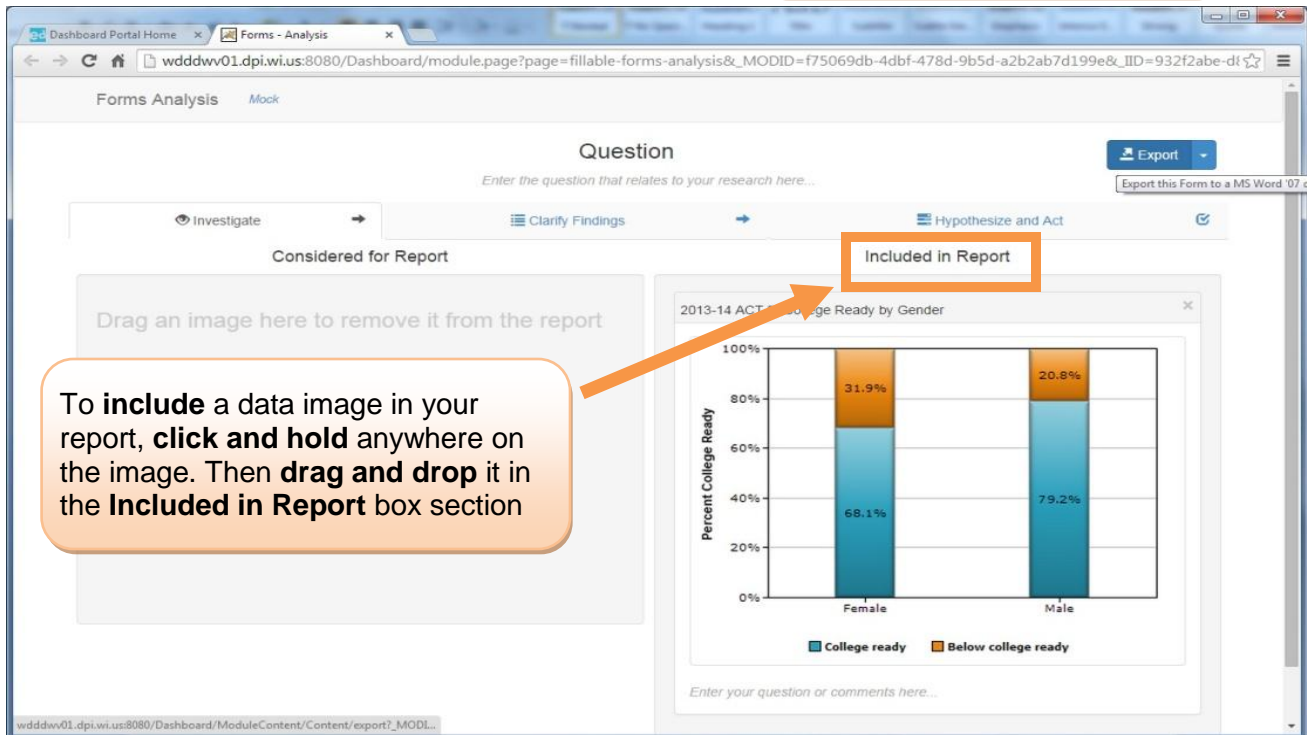
Female Male

College ready Below college ready

Enter your question or comments here...

When you return to your **active form**, you will see that your **selected graphs** appear in the **Considered for Report** section on the left-hand side.

You can enter additional questions, comments or observations directly under the graph. The title of the graph can also be modified on this screen to provide more information.



Forms Analysis *Mock*

Question

Enter the question that relates to your research here...

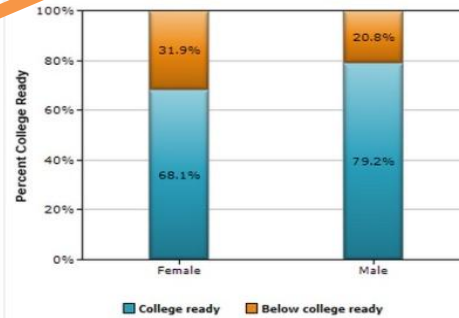
Investigate → Clarify Findings → Hypothesize and Act

Considered for Report

Drag an image here to remove it from the report

**Included in Report**

2013-14 ACT % College Ready by Gender



Percent College Ready

100%  
80%  
60%  
40%  
20%  
0%

Female Male

College ready Below college ready

Enter your question or comments here...

To **include** a data image in your report, **click and hold** anywhere on the image. Then **drag and drop** it in the **Included in Report** box section

## 5 Question

Based on your observations of your chosen data pictures/graphs, write a **Question** in the box that you would like to answer by analyzing the data from the graphs selected.

Forms Analysis *Mock*

Question

Export

Enter the question that relates to your research here...

Investigate → Clarify Findings → Hypothesize and Act

Considered for Report

Include a leading question to the form.  
 Ex: Why is 4th grade so low in reading and math compared to the State in 2012-13?

## 6 Clarify Findings

The **Clarify Findings** tab allows you to document what you see in your chosen data pictures/graphs. You can make note of the data source, subject areas, quantitative results, and other factual details.

Forms Analysis *test\_VM*

Question

Export

Enter the question that relates to your research here...

Investigate → Clarify Findings → Hypothesize and Act

Finding	Action	Persist	Priority	
Only 69.1% of girls met the benchmark in English	Improve	3 Years	High	<div>+ Add</div> <div>✕ Remove</div>

Type your **Finding** in the text box. This is a **required field**. Findings that have already been entered **can be edited** by simply clicking in the desired text box.

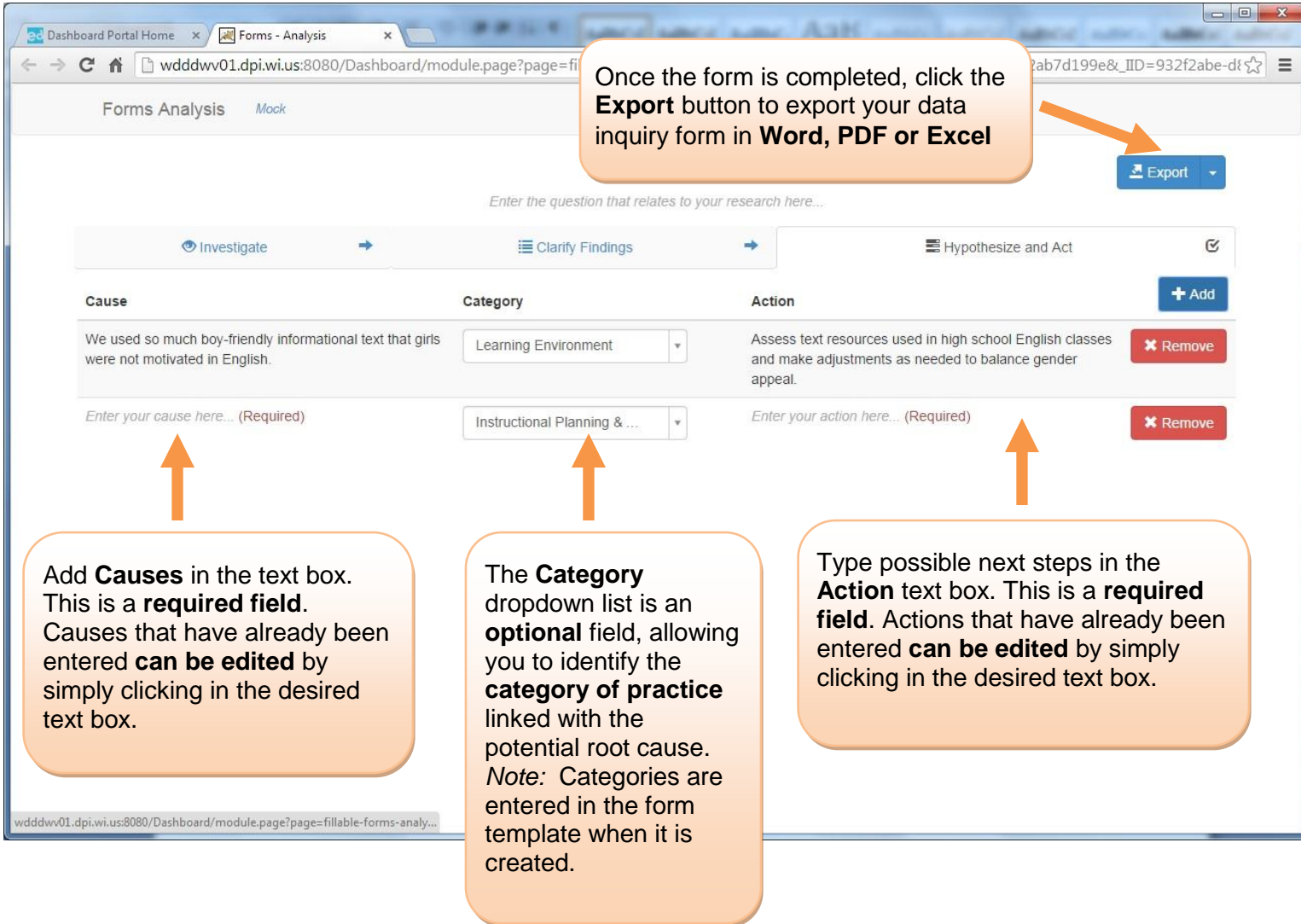
The **Action**, **Persist**, and **Priority** dropdown lists are all **optional** fields. The **Action** list prompts you to identify a **type of action** (e.g., Improve, Replicate, Inform) to pursue based on your observed findings. The **Persist** list allows you to consider how long the action should occur. The **Priority** list allows you to identify the **priority of criticality** associated with a finding (e.g., High, Medium, Low).

The **Add** and **Remove** buttons can be used to add or delete findings.



## 7 Hypothesize and Act

The **Hypothesize and Act** tab helps to guide your data inquiry even further by asking you to consider possible root causes and the category of professional practice the root cause falls under that may explain the data findings and patterns. This tab also asks you to consider next steps.



Once the form is completed, click the **Export** button to export your data inquiry form in **Word, PDF or Excel**

Enter the question that relates to your research here...

Investigate → Clarify Findings → **Hypothesize and Act**

Cause	Category	Action
We used so much boy-friendly informational text that girls were not motivated in English.	Learning Environment	Assess text resources used in high school English classes and make adjustments as needed to balance gender appeal.
Enter your cause here... (Required)	Instructional Planning & ...	Enter your action here... (Required)

Add **Causes** in the text box. This is a **required field**. Causes that have already been entered **can be edited** by simply clicking in the desired text box.

The **Category** dropdown list is an **optional** field, allowing you to identify the **category of practice** linked with the potential root cause. *Note:* Categories are entered in the form template when it is created.

Type possible next steps in the **Action** text box. This is a **required field**. Actions that have already been entered **can be edited** by simply clicking in the desired text box.



## Field Description

**Name:** Please assign a name for the form you create. The following naming convention should be used to name your form: Group Name + Month/Year.Document Name + v#. Max 100 characters

- **Example #1:** DPI1114 General Inquiry Form v1
- **Example #2:** WISExplore1114.Assessment Inquiry Form v1

- **Form Template:** Select a form template from the drop down list.
- **Description:** Enter a detailed description of what the form is used for. Please give as much detail as possible. Max 2000 characters, you will see an error if the character count is exceeded.

Description



- **Note:** Do not include links in the description section. When you click on links it will take you to a blank page and you will loose your form.
- **Agency:** Enter your Agency name, the Agency involved in the data inquiry, or the Agency of the data inquiry. Max 100 characters. This field provides a way to capture helpful information about the data inquiry session.
- **Team:** Enter the Team members involved in the data inquiry. This field provides a way to capture helpful information about the data inquiry session. Max 100 characters.
- **Other Data Sources:** List other data sources to be used during the data inquiry session. Data sources other than WISEdash for Districts may include the WISEdash Public Portal, MDAT, Aspire, STAR, etc. This field provides a way to capture helpful information about the data inquiry session. Max 100 characters.
- **Cancel:** Click on this button to cancel the template that is in progress.

- **+Save:** Click on this button to save the template you have created.
- **Edit:** You can edit and update the form you created.
- **Remove:** You can remove the form you created.
- **Make current:** Enables you to make available the form you create. If you have multiple forms created you can choose which ones are made available.
  - **Note:** The system will throw an error if you try to save forms with the same name.

### Fill Out a Form

Name

DPI1114.General Inquiry Forms v1

Form Template

((General Data Inquiry) DPI1114.General

Description

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11

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⚠ Error Message

An item with the name, DPI1114.General Inquiry Forms v1, already exists under parent User Folder: 2014093010220166's Forms (65811141-c452-438f-b42a-67a586580f01). Please use another name for this item.

**Note:** This application opens multiple windows during the form creation process. Please make sure to close all windows when logging out of the application.

**The exported documents may contain protected information regarding students and should be handled accordingly.**

### Data Disclaimer

The Department of Public Instruction (DPI) has made a reasonable effort to ensure that the attached data/records are up-to-date, accurate, complete, and comprehensive at the time of disclosure. These records reflect data as reported to this agency by the educational community we serve for the reporting period indicated. These records are a true and accurate representation of the data on file at the DPI. Authenticated information is accurate only as of the time of validation and verification. The DPI is not responsible for data that is misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the DPI. Willful intent to alter and intentional tampering with public records is punishable under s. 946.72, Wis. Stats. Offenses against computer data and programs are punishable under s. 943.70 (2), Wis. Stats.